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DEPARTMENT

MARYLAND SCHOOL BULLETIN

Vol. VI

MARCH, 1925

No. 3

SUMMARY OF IMPORTANT SECTIONS

of the

MARYLAND PUBLIC SCHOOL LAWS

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FOREWORD

Following the survey of the Maryland county public schools in 1915, the General Assembly of 1916 re-wrote the public school laws. These were amended and improved in important particulars by the Legislature of 1922. This state is now generally recognized as having a model of sane and progressive school legislation. With efficient administration and supervision, adequate financial support, and an intelligent, responsible, participating public sentiment, the public schools of Maryland have every opportunity to take rank with the best of other school systems.

There should be a wider knowledge of the salient features of our school laws. Teachers are required to be familiar with them, but the public generally might with profit to themselves and benefit to the schools know the provisions of the laws under which their schools are operated. This pamphlet, prepared by Mr. William J. Holloway, Assistant Superintendent, summarizes the important sections of the public school laws now in force. It will be furnished free on request to high school students of civics, to school officials and teachers, and to interested citizens.

ALBERT S. COOK,
State Superintendent of Schools.

STATE DEPARTMENT OF EDUCATION

Educational matters affecting the State and the general care and supervision of public education are entrusted to the State Department of Education. This department consists of the State Board of Education, as its head; the State Superintendent of Schools, who is the chief executive, the secretary and treasurer of the State Board, and who is responsible for the administration of the State Department; and the professional and clerical assistants of the Department, all of whom are under the general supervision of the State Superintendent of Schools.

The law prescribes certain qualifications for membership on the State Board of Education, and there are more definite and rigorous requirements for the office of State Superintendent of Schools. No specific standards are set up for the professional assistants of the Department. They are chosen for the thoroughness of their academic and professional training; their successful experience in teaching and supervision; their superior professional spirit, and their special aptitude for the duties they are to perform. The clerical assistants are appointed from the most promising of those certified by the State Employment Commissioner and are retained after demonstrating their ability to do the work.

THE STATE BOARD OF EDUCATION

Number of members: Seven.

How chosen: Appointed by the Governor. May be removed by the Governor for immorality, misconduct in office, incompetency, or wilful neglect of duty.

Term: Seven years from the first Monday in May next succeeding their appointment, there being one regular vacancy and one regular appointment each year.

Qualifications: Citizens of the State, appointed solely because of their character and fitness. A person who is in any way subject to its authority, as for example a member of a college faculty or board, a school official or a teacher, may not be appointed to the State Board. The Governor is not a member of this board, although he is privileged to attend its meetings. The State Superintendent of Schools is not a member of this board, but as chief executive, he acts as secretary and treasurer of the board, and is required to attend all meetings of the board and of its committees except when his own tenure, salary, or the administration of his office are under consideration, and has the right to advise on any question under consideration but has no right to vote.

Meetings: Regular meetings are held on Friday before the last Wednesday in February, May, August, and November. The meeting in May is the annual meeting, when the board elects one of its members to serve as president and one to serve as vice-president. Special meetings are held as needed. All meetings are held at the office of the State Department of Education, 20th floor, Lexington Building, Lexington and Liberty Streets, Baltimore.

Personnel: President: Dr. Henry M. Fitzhugh, Westminster
Vice-President: Dr. J. M. T. Finney, Baltimore
Miss Mary E. W. Risteau, Sharon
Mr. Emory L. Coblenz, Middletown

Mr. Thomas H. Chambers, Federalsburg

Mr. Edgar W. McMaster, Pocomoke City

Mr. Tasker G. Lowndes, Cumberland

Duties and Powers: Elect a State Superintendent of Schools, who is the chief executive, the secretary and treasurer of the board.

Determine educational policies.

Enact by-laws, which when enacted and published have the force of law.

Enforce school laws by instituting legal proceedings, if necessary.

Decide controversies and disputes arising under the school law.

Direct and develop public sentiment for education.

Prescribe rules and regulations for

- (a) Construction of school buildings
- (b) Grading and standardizing schools
- (c) Certification of teachers
- (d) Taking a biennial school census

Approve conditions upon which all diplomas and degrees are issued.

Prescribe, print and distribute courses of study.

Prescribe record and report blanks.

Prepare and publish annually a list of approved colleges and universities.

Require private educational institutions to report.

Prepare State public school budget.

Recommend to the Governor and the General Assembly bills making needed changes in appropriations and in school laws.

Submit annual school report to the Governor and print it for general distribution.

Act as State board for vocational education.

STATE SUPERINTENDENT OF SCHOOLS

How chosen: Appointed by the State Board of Education for a term of four years. May be removed by the board for immorality, misconduct in office, incompetency, or wilful neglect of duty. In case of vacancy due to any cause, the vacancy is filled by the State Board of Education, the appointment being for the unexpired term and until a successor shall qualify. The present incumbent is Albert S. Cook, who has had the office since June, 1920.

Qualifications: Graduate of a standard college, two years of university training, an experienced and competent educator, with at least seven years' experience in teaching and administration.

Duties and Powers: Attend meetings of State Board of Education and of its committees, and act as Secretary to the Board.

Act as treasurer, under bond, of the State Board of Education.

Nominate all professional and clerical assistants of the State Department of Education.

Enforce school laws.

Cause the State Comptroller to withhold school appropriations.

Execute educational policies.

Call and conduct conferences of school officials, supervisors and teachers.

Prepare and publish pamphlets to stimulate public interest and to promote the work of education.

Examine accounts of county boards of education.

Approve purchase or sale of school property.

Approve plans and specifications for school buildings and contracts for their construction.

Certify all public school teachers, supervisors, attendance officers, and county superintendents.

Prepare courses of study.

Furnish additional facilities for instruction in geography, history, science, and kindred subjects.

Direct the taking of a biennial school census.

Prepare the annual school report and other reports.

Advise county superintendents of schools of unemployed teachers.

Approve appointment of county superintendents of schools and of county school supervisory officials.

Approve formation of new school districts in unusual instances.

Approve summer schools.

Fix date of teachers' institutes, approve programs of work, and attend same.

Certify quarterly amounts due City of Baltimore and the several counties from the General State School Fund.

Inspect colored industrial schools.

Inspect high schools.

Keep records of academic and professional preparation of teachers.

Pass on applications for teachers' pensions.

COUNTY BOARD OF EDUCATION

Number of members: In Anne Arundel County, five. In the counties of Baltimore, Carroll, Dorchester, Frederick, Montgomery, Somerset, and Washington, six. In the other fifteen counties, three.

How chosen: Appointed by the Governor. May be removed by the State Superintendent of Schools by and with the approval of the Governor, for immorality, misconduct in office, incompetency, or wilful neglect of duty.

Term: Six years from the first Monday in May next succeeding their appointment. In the counties having three members there is one regular vacancy and one regular appointment every two years. In the counties having six members there is one regular vacancy and one regular appointment each year. In Anne Arundel county there is either one regular vacancy or two regular vacancies every two years.

Qualifications: Citizens of the county, men or women, appointed solely because of their character and fitness, but no person may be appointed to a board who is in any way subject to its authority.

Meetings: The annual meeting is held on the second Tuesday in May, or as near thereto as possible in May. At this meeting the board elects one of its members to serve as president, and one to serve as vice-president. Other regular meetings must be held at least once in each school term, and such special meetings as the duties and business of the board may require. Each board determines for itself the time of meeting.

The county superintendent of schools is the executive officer, secretary, and treasurer of the county board of education. As such he is required to attend all meetings of the board and of its committees, except when his own tenure, salary, or the administration of his office are under consideration. He has the right to advise on any question under consideration, but has not the right to vote.

Duties and powers: Elect a county superintendent of schools, who serves as chief executive, secretary, and treasurer of the board.

- Hold title of school property.
- Determine educational policies for county.
- Prescribe rules and regulations for conduct and management of schools.
- Promote interests of schools.
- Control and supervise public school system through the county superintendent and his professional assistants.
- Divide county into school districts.
- Purchase or sell school grounds, school sites, and school buildings.
- Rent, repair, improve, and construct school buildings.
- Employ school architects.
- Receive donations of school property.
- Obtain title before building upon a site or occupying a donated house.
- Condemn for school sites.
- Maintain jointly schools on or near dividing line.
- Provide proper waterclosets or outhouses.
- Consolidate schools.
- Purchase and distribute textbooks and other supplies and equipment.
- Appoint teachers and fix salaries.
- Suspend or dismiss teachers.
- Prescribe and distribute county courses of study.
- Grade and standardize schools.
- Have school census taken.
- Prepare county school budget with and on the advice of the county superintendent.
- Have accounts audited and published.
- Report to State Board of Education.
- Have annual report prepared and published.
- Cause American flag to be displayed.
- Establish colored schools.
- Provide and equip office of county superintendent.
- Provide transportation for county superintendent and his professional assistants.
- Recommend teachers for pensions.
- Consent to dismissing pupils or closing schools during school hours.
- Appropriate library money.
- Consent to use of school plant for certain purposes.

COUNTY SUPERINTENDENT OF SCHOOLS

How Chosen: Appointed by the county board of education during the month of May for a term of four years from the first day of August next succeeding his appointment. The appointment, to be valid, must have the written approval of the State Superintendent of Schools. A county superintendent of Schools may be removed by the State Superintendent of Schools for immorality, misconduct in office, insubordination, incompetency, or wilful neglect of duty. A vacancy due to any cause is filled by the county board of education, the appointment being for the full term of four years.

Qualifications: He must hold from the State Superintendent of Schools a certificate in administration and supervision which may be issued to "persons who are graduates of a standard college or university or who have had the equivalent in scholastic preparation; who have completed in addition one graduate year's work in education at a recognized university, including public school administration, supervision, and method of teaching, or who have had the equivalent in scholastic preparation, and who have had two years' experience as a teacher."

Duties and powers: The law prescribes high qualifications for a county superintendent, and makes the office one of great dignity and responsibility. Practically all the duties and powers of the county board of education are exercised "on the recommendation of the county superintendent," just as the State Board of Education performs most of its functions "with and on the advice of the State Superintendent of Schools."

Attend meetings of the county board of education and of its committees, and act as secretary to the board.

Act as treasurer, under bond, of the county board of education.

Execute school laws, rules, regulations, and policies.

- Interpret school laws and by-laws.
- Decide controversies and disputes.
- Recommend repairs, purchase and sale of school sites and buildings, and employment of architects.
- Prepare plans and specifications for school buildings.
- Supervise remodeling and construction of buildings.
- Approve contracts.
- Issue provisional certificates.
- Nominate teachers for appointment, assign to positions, transfer or suspend for cause, recommend for promotion or dismissal.
- Organize institutes and reading centers.
- Visit schools, advise with teachers, counsel trustees.
- Strive to awaken public interest and to improve educational conditions.
- Grade and standardize schools.
- Cause examination of pupils to be held.
- Prepare courses of study.
- Prepare lists of books, supplies, and equipment.
- Nominate professional, clerical, statistical, and stenographic assistants.
- Direct taking of school census.
- Take initiative in preparation and presentation of annual school budget.
- Conduct correspondence, receive and verify all reports from district trustees, principals, and teachers.
- Deposit funds as treasurer to secure interest on daily balances.
- Prepare annual report for county board of education and all other reports required of that board.
- Aid in organization of teachers' associations.
- Authority to grant use of school plant for certain purposes.
- Consent to dismissing pupils or closing schools during school hours.
- Classify teachers' certificates.
- Consent to pupils attending schools in an adjoining district.

DISTRICT BOARD OF SCHOOL TRUSTEES

Number of members: Three.

How chosen: Appointed by the county board of education on or before the third Tuesday in May. May be removed by the county board of education for immorality, misconduct in office, incompetency, or wilful neglect of duty. Vacancies due to any cause are filled by said board for the unexpired term and until a successor shall qualify.

Tenure: Three years from the third Saturday in May next succeeding their appointment, there being one regular vacancy and one regular appointment each year.

Qualifications: Residents of the school district, appointed solely because of their character and fitness. If the county board of education shall find it impossible in any school district to secure the required number of competent persons who will serve as members of the district board of school trustees, the duties of the board for that particular district shall devolve upon the county board of education. High schools are under the direct control of the county board of education.

Meetings: Annual meeting is held on the third Saturday in May, or as soon thereafter in May as possible. At this meeting the board appoints one of its members as chairman. Other regular meetings are held at least once each school term and special meetings as needed. On Saturday preceding the opening of school the trustees meet with the principal teacher at the school and discuss the general policy of conducting the school and take definite steps toward making the school a real community center. At least two months before the date of making the county levy a meeting is held to consider the condition and needs of the school property and report to the county board of education. The principal teacher is the secretary of the district board of school trustees and attends all meetings except when the

board is in executive session. The secretary has the right to speak upon all questions, but has no right to vote. Any teacher has the right to appear before the board and speak upon any question except when the board is in executive session.

Duties and powers: Consent to dismissing pupils or closing schools during school hours.

Appoint a school janitor.

Care of school property.

Attend to incidental repairs.

Receipt for school keys (chairman).

Visit schools, advise teachers, develop sentiment in support of schools.

Right to accept first two assignments of teachers for any one place.

Right to file written charges requesting the removal of the principal teacher.

Attend annual public exhibition, assist in judging, and award prizes.

See that waterclosets or outhouses are kept in proper condition.

Authority to grant use of school plant for certain purposes.

Co-operate with teachers in establishing school libraries and in selecting library books.

Encourage improvement of school buildings and grounds.

Suspend and expel pupils.

HOW MAY A PERSON BECOME A TEACHER IN THE PUBLIC SCHOOLS OF THE COUNTIES OF MARYLAND?

1. An applicant must secure the necessary academic and professional training, and apply to the State Superintendent of Schools for a certificate. Certificates will be granted only to those applicants who expect to work in this State.

2. The applicant must apply to the county superintendent of schools for a position. The county superintendent makes in writing nominations of all principals and assistant teachers and the appointment is made by the county board of education. The board of education determines the type of position which may be held by the teacher and the salary to be paid, but does not designate the particular school in which she shall teach.

3. The county board of education enters into a contract with the appointee. It is to be noted that, once accepting a position, the teacher may not vacate it during the school year except under certain specified conditions. Either the county board of education or the teacher may terminate the contract at the end of the first or second school year, but only during June or July. After two years, the teacher is assured of practically life tenure; so long as her certificate is renewed, she cannot be dismissed at any time by the county board of education except for stated offences upon the written recommendation of the county superintendent.

4. The appointee takes the oath of office, which is usually administered by the county superintendent. She is now a fully qualified member of the teaching corps.

5. The teacher is assigned to a particular school by the county superintendent, and may by him be transferred "as the needs of the schools require." Should the teacher be assigned to a school which is under the jurisdiction of a district board of school trustees, the trustees are empowered, by unanimous vote, to refuse to accept the first two assignments to their school. A transfer of a teacher from another position is considered an original assignment, and as such, subject to veto by the trustees.

**HOW MAY AN APPLICANT QUALIFY FOR A TEACHING
OR AN ADMINISTRATIVE POSITION IN
A MARYLAND COUNTY?**

In an Elementary School:

The minimum training desired for every elementary school teacher is normal school graduation. Until a sufficient number of such graduates are available, however, applicants with less training may be employed on the lower grades of certificates. The requirements for the various elementary school teachers' certificates and for the principal's certificate are indicated below.

QUALIFICATIONS FOR ELEMENTARY SCHOOL TEACHERS AND PRINCIPALS		
<i>Grade of Certificate</i>	<i>Education</i>	<i>Teaching Experience</i>
Third.	2 years of high school work plus two summer terms in Education.	
Second.	*High school graduation plus one year of normal training.	
First.	High school graduation plus normal school gradu- ation.	
Principal's.	High school and normal school graduation plus a half year's further work in elementary school methods, supervision, and adminis- tration.	3 years.

* For colored applicants only high school graduation plus two summer terms in Education are required.

In a High School:

There are several kinds of teaching positions in high schools. The requirement for each and for the principal's certificate follows:

QUALIFICATIONS FOR HIGH SCHOOL TEACHERS AND PRINCIPALS.

<i>Position</i>	<i>Education</i>	<i>Teaching Experience</i>
Principal of first group school.	4 years of high school, college graduation, one year of graduate work, one-third in high school branches, two-thirds in principles of secondary education.	2 years.
Academic teacher in first group, or principal of second or third group school.	4 years of high school, college graduation, including study of two high school branches for two years and 200 recitation hours of Education.	
Teacher of general or vocational agriculture or home economics. (By-law 49, adopted Dec. 5, 1924).	4 years of high school, college graduation, including at least 25 semester hours in the special branch and 13 semester hours in the theory of Education and the art of teaching the special branch.	
Junior high academic teacher in second group school or teacher or principal of third group school.	4 years of high school, three years of college work, including six semester hours in Education. Six semester hours of additional professional preparation required for renewal.	
Teacher of special branches (manual training, commercial subjects, music, drawing, physical training).	4 years of high school, two years of college work, one-third in academic subjects, two-thirds in the special branch, including 200 recitation hours in the theory of Education and the art of teaching the special branch.	

As County Superintendent or Supervising Teacher:**QUALIFICATIONS OF SUPERVISORY STAFF.**

<i>Position</i>	<i>Education</i>	<i>Teaching Experience</i>
County Superintendent.	4 years of high school, college graduation, 1 year of graduate work in education.	2 years.
Assistant county superintendent or supervising teacher.	4 years of high school, normal school graduation, 2 years college, one-half in academic subjects related to the elementary school, one-half in advanced elementary school methods or 4 years of high school, 4 years of college, 1 year of work in elementary school methods in a school of education.	4 years in elementary schools.
Helping teacher.	Same as supervising teacher, 4 years in except that one year less education is required.	4 years in elementary schools.
Supervisor of special branches: music, drawing, physical training, manual training, agriculture, domestic science.	4 years of high school, 4 years college, one-half time in academic subjects, one-half time in special branches, including 300 recitation hours in theory of education and art of teaching the specialty.	4 years, including 2 of teaching the specialty.

THE STATE NORMAL SCHOOLS

Number and Location:

Three for white persons, located at Towson, Frostburg, and Salisbury (to open in September, 1925); one for colored persons, at Jericho Park, (P. O. Bowie).

How Governed:

By a Board of Trustees consisting of the State Board of Education and the State Superintendent of Schools. The State Superintendent of Schools thus has a vote upon all matters pertaining to the State normal schools. The secretary and treasurer of the State Board of Education is also the secretary and treasurer of the Board of Trustees of the State normal schools.

Meetings:

At each meeting of the State Board of Education necessary consideration is given to normal school matters. The action of the State Board thereon becomes the action of the Board of Trustees and is recorded in the minutes of the State Board of Education. Special meetings are held as the needs of the normal schools require.

Duties and Powers of the Board of Trustees:

To elect a principal.

Upon nomination of the principal, to appoint all teachers and all assistants of whatever kind and fix their salaries and tenure.

Control and supervise the management and work of the schools.

Adopt courses of study and plans of work.

Erect buildings or additions and make repairs.

Expend funds appropriated for up-keep, maintenance, and support.

Authorize all departments of instruction and all positions.

Dismiss upon charges, any teacher or assistant for immorality, dishonesty, misconduct in office, incompetency, insubordination, or wilful neglect of duty.

Prescribe entrance requirements.

Determine number of students to be admitted.

Regulate the length of the regular session, with minimum of nine months.

Provide and arrange for summer sessions.

Require pledge to teach of students not paying tuition.

Purchase apparatus, furniture, equipment, books, and supplies.

Hold in trust all donations or bequests of money or personal property and all grants or devises of land.

Duties and Powers of the Principal:

Serve as head of his respective school.

Responsible for the discipline and successful conduct of the school and for the administration and supervision of all of its departments.

Nominate for appointment by the board of trustees and recommend for dismissal all teachers and all assistants.

Submit for adoption courses of study and plans of work.

Exercise the initiative in working out the policies of his school and in promoting its development and efficiency.

Direct the summer school.

Make an annual report to the State Superintendent of Schools.

COMPULSORY SCHOOL ATTENDANCE

In the counties of Maryland every child from the seventh to the thirteenth birthdays must attend school for the entire school year. From the thirteenth to the fifteenth birthdays every child must attend school not less than one hundred days, as nearly consecutive as possible, beginning not later than November 1; and such child must attend school the entire school year if not regularly and lawfully employed to labor at home or elsewhere. From the fifteenth to the seventeenth birthdays every child who has not completed the elementary school course of seven grades must attend school not less than one hundred days as nearly consecutive as possible, beginning not later than November 1; and such child must attend school the entire school year if not regularly and lawfully employed to labor at home or elsewhere. These provisions do not apply to children whose mental and physical condition is such as to render the instruction above described inexpedient or impracticable.

In Baltimore City a child may be lawfully employed who is fourteen years of age and has completed the work of the fifth grade of the elementary school.

BASIS FOR DISTRIBUTION OF STATE APPROPRIATIONS

State Aid to High Schools

State aid to high schools is based on the cost of instruction, and may not exceed one-half of the salary paid to the high school principal or teacher.

MINIMUM REQUIREMENTS FOR HIGH SCHOOLS OF EACH GROUP.

<i>Group</i>	<i>Enroll- ment</i>	<i>Attend- ance</i>	<i>Number of Teachers</i>	<i>Days in Session</i>	<i>Years in Course</i>	<i>Minimum State Aid</i>
I	40	30	3	180	4	\$2,100
II	25	20	2	180	3	1,200
III	15	12	1	180	2	650

Amount of State Aid.

FIRST GROUP SCHOOL.

Principal _____	\$900
2 academic assistants, each _____	600
2 special assistants, each _____	450
1 academic assistant _____	450
Additional assistants, each _____	150

SECOND GROUP SCHOOL.

Principal _____	700
1 academic assistant _____	500

THIRD GROUP SCHOOL.

Principal _____	650
-----------------	-----

Maximum to a county high school _____	5,000
Maximum to a Baltimore City high school (senior) _____	6,000

Text-book Fund

The State appropriation for text-books and materials of instruction is apportioned according to and on the basis of the average enrollment in the public schools of the City of Baltimore and each of the several counties during the preceding school year as certified to by the State Superintendent of Schools. The amount appropriated by the General Assembly is about one-half of the total sum expended in the counties for text-books and materials of instruction.

Colored Industrial Fund

A State appropriation of fifteen hundred dollars annually is made to the county board of education that has established a central colored industrial school. One-half of the appropriation is "used for the maintenance of such colored industrial school where instruction shall be given daily in domestic science and in such industrial arts as may be determined by the county board of education"; and one-half is "used by the county board of education of the county where said colored industrial school is located for the salary of a capable and trained colored supervisor of colored schools, who shall be required to visit, under the direction of the county superintendent, all the colored schools of the county as often as the county superintendent may direct, and shall cause instruction of an industrial character to be made a daily part of the work of every colored school." (School Laws.) The colored supervisor may be either a man or woman, with at least the academic and professional preparation required for a first grade elementary school teacher's certificate. The appointment is made by the county board of education, upon the written recommendation of the county superintendent, and is not valid until approved by the State Superintendent of Schools.

The continuance of the full appropriation of \$1,500 is conditioned upon an average attendance of thirty pupils at the colored industrial school for the preceding year, and a minimum of ten colored schools in the county. If in any county where there are less than ten colored schools, a colored industrial school shall be established, the State Superintendent of Schools, in his discretion, may recommend the payment of a part of said appropriation, not to exceed one-half the amount, or seven hundred and fifty dollars.

Salaries of Administrative and Supervisory Officials

The State pays two-thirds of the minimum State salary schedule for county superintendents and for a stipulated number of supervising and helping teachers, depending on the number of white elementary teachers. The State pays \$1,200 toward the salary of an attendance officer for each county, provided the county board of education provides suitable individual means of transportation.

General State School Fund Distributed on Basis of Census and Attendances

All money appropriated by the General Assembly of the State of Maryland and the receipts from any State public school tax levied by the General Assembly, to aid in support of public schools, constitute the General State School Fund. The appropriations made for the following purposes are first deducted from this fund: Retired teachers' pensions, approved high schools, colored industrial schools, part-payment of the salaries of superintendents, supervisors, and attendance officers, free text-books, materials of instruction, vocational education, physical and health education, extension teaching, State Department of Education, and equalization fund. After these deductions are made, the remainder of the general State school fund is apportioned to the counties and the City of Baltimore, as follows: Two-thirds on the basis of the population between the ages of six and fourteen years as given by the school census, and one-third upon the basis of the aggregate days of school attendance during the preceding school year, not counting the attendance of pupils in a State-aided high school.

The Equalization Fund

Any county that cannot carry the minimum salary schedule for teachers on a tax levy of 67 cents on each \$100 of assessed valuation, shall have such an allotment from the Equalization Fund as will enable the county to carry a program involving improvement in the training of the teaching staff, provided that not less than 24 per cent of the current expense budget must be spent for purposes other than teachers' salaries.

The Equalization Fund makes it possible for every county, poor or rich, without increasing local taxes to fill from year to year every school vacancy with a professionally trained teacher and to provide this teacher with the requisite materials for instruction.

The Equalization Fund is computed by assembling the following facts for each teacher from each county superintendent:

- School
- Name of teacher
- Years of experience
- Grade of certificate
- Salary
- Change in certificate grade by:
 - a. Raising grade of certificate
 - b. Replacing teacher with another having additional training

These facts are verified, teachers in excess of the requirements of Section 47 of the State School Laws are eliminated, salaries are counted at the minimum provided by Sections 60, 126, and 132 of the State School Laws passed by the Legislature of 1922, and any salary paid by the county in excess of this schedule is reduced.

The sum of the salaries of necessary teachers corrected as above is divided by .76 to determine the county school budget required. The salary budget should not be more than 76 per cent of the total budget according to Section 133 of the State School Laws. The additional 24 per cent is needed to cover the current cost of administration and supervision, books, supplies, cleaning, heating, repairing buildings, transporting

pupils, providing library and health service. (See left side of calculation sheet.)

The Equalization Fund is the difference between the amount required above and the amount available for school purposes from State aid for high schools, census and attendance, books and supplies, part payment of salaries of county officials plus the amount available from a county tax of 67 cents on the assessed valuation of property taxable at the full rate for county purposes. (See right side of calculation sheet.)

The counties receiving the Equalization Fund are therefore those in greatest need of help in carrying the minimum essentials of the State requirements without having to tax themselves above the school tax rate prevailing in the average county of the State.

The sheet on which the calculation is made is included so that those interested may study it.

CALCULATION OF EQUALIZATION FUND FOR 1924-1925

	County
EXPENDITURES FOR CURRENT EXPENSES:	APPROPRIATIONS
<i>Annual Payroll:</i>	
White high schools \$ _____	State aid to high schools \$ _____
White elementary schools _____	Text-book fund _____
Colored schools _____	Materials of instruction fund _____
Total _____ \$ _____	Colored industrial fund _____
	Census and attendance fund _____
<i>Decreases for excess teachers or excess salaries:</i>	Part-Payment of Salaries:
White high schools _____	Superintendent _____
White elementary schools _____	Supervising teacher _____
Colored schools _____	Supervising or helping teacher _____
Total decreases _____ \$ _____	Attendance officer _____
	Total from State \$ _____
<i>Increases:</i>	County tax levy at 67c. on
White high schools _____	\$ _____
White elementary schools _____	
Colored schools _____	
Total increases \$ _____	Total from State and _____
Net increase or decrease _____	County levy of 67c. \$ _____
Grand total _____ \$ _____	
\$ _____ ÷ .76 =	
One-half transportation in elementary schools _____	
Total budget required _____	
Receipts from State and County _____	
Difference between amount required and amount available, Equalization Fund _____	

School	District	Number in Excess or Needed	School	District	Number in Excess or Needed
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SCHOOLS HAVING EXCESS TEACHERS

SCHOOLS NEEDING ADDITIONAL TEACHERS					
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-----	-----	-----	-----	-----	-----
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RETIRED TEACHERS' PENSION LIST

Experience required:

Twenty-five years in any of the public or normal schools of Maryland.

Age limit:

Sixty years. In extraordinary cases this may be waived by the State Board of Education.

Other requirements:

Applicant's record must be without reproach. By reason of physical or mental disability must be unable to teach longer. Without the means of comfortable support.

How to proceed:

1. Withdraw from active school service.
2. Ask the State Superintendent of Schools for an application blank.
3. Supply the information therein requested and submit it to the county board of education or the Baltimore City School Board for their recommendation.
4. Forward the application to Albert S. Cook, State Superintendent of Schools, 2014 Lexington Building, Baltimore, Maryland.

The State Superintendent of Schools will proceed to consider same, and if the facts are found as stated he will recommend for approval by the State Board of Education that the person be placed on a list, to be known as the "Teachers' Retired List."

Qualified applicants are placed on the Retired List, as vacancies occur, in the order in which their applications have been filed at the office of the State Board of Education. Under direction of the State Board of Education a careful revision of the list is made at least once in two years.

Amount of pension:

Four hundred dollars per annum, payable quarterly on the first day of January, April, July, and October, by the Treasurer of the State Board of Education.

Appropriation:

For teachers' pensions the State School Budget carries \$80,000 for 1925, 1926, and 1927. Until the legislature of 1927 makes an appropriation which is adequate to place all qualified applicants on the Retired List, only two hundred persons can be paid the State pension, and persons can be placed on the list only as vacancies occur.

MINIMUM SALARY SCHEDULES

WHITE ELEMENTARY SCHOOL TEACHERS.

<i>Grade of Certificate</i>	<i>Years of Experience</i>			
	1-3	4-5	6-8	9
Third -----	\$ 600	\$ 650		
Second -----	750	800	\$ 850	
First -----	950	1,050	1,100	\$1,150
First in charge of one- or two-room school -----	1,050	1,150	1,200	1,250
Principal with two assistants-----	1,150	1,250	1,300	1,350
Principal with five assistants and 200 in average attendance-----	1,350	1,450	1,500	1,550
Principal with nine assistants and 360 in average attendance-----	1,550	1,650	1,700	1,750

Provisional (emergency) teachers and principals receive \$100 to \$200 less than the foregoing schedule. Increments with service are compulsory for first class teachers only.

WHITE HIGH SCHOOL TEACHERS

<i>Position</i>	<i>Years of Experience</i>				
	0-1	2-3	4-5	6-7	8
Regular assistant-----	\$1,150	\$1,200	\$1,250	\$1,300	\$1,350
Principal, third group school	1,250	1,300	1,350	1,400	1,450
Principal, second group school	1,350	1,400	1,450	1,500	1,550
Principal, first group school	1,550	1,650	1,750	1,850	1,950
Principal, first group school, five assistants and 100 in attendance -----	1,750	1,850	1,950	2,050	2,150
Principal first group school, nine assistants and 200 in attendance -----	1,950	2,050	2,150	2,250	2,350

Provisional (emergency) principals and teachers receive \$200 less than the foregoing schedule. Increments with service are compulsory for first class teachers only.

COLORED TEACHERS, PER MONTH, MINIMUM OF 8 MONTHS

Position	Years of Experience			9
	1-3	4-5	6-8	
Elementary school teacher holding certificate of third grade	\$40	\$45		
Second grade	50	55	\$60	
First grade	65	70	75	\$85
High school assistant	80	90	95	
Principal	95	110	120	
Principal with five assistants and 100 in attendance	105	120	130	

Provisional elementary school teachers receive \$5 less per month and high school teachers \$10 less than regularly qualified teachers. Increments with service are compulsory for first class teachers only.

SUPERVISORY STAFF

Position	Years of Experience		
	1-4	5-7	8
Helping teacher	\$1,440	\$1,740	\$2,040
Supervising teacher	2,040	2,340	2,640
County Superintendent—			
Less than 150 teachers	2,500-2,940		
150-199 teachers	2,940	3,240	3,540
200 or more teachers	3,540	3,840	4,140

NUMBER OF SUPERVISING OR HELPING TEACHERS REQUIRED IN MARYLAND COUNTIES FOR VARYING NUMBERS OF TEACHERS, OCTOBER, 1924

No. of White Elementary Teachers	No. of Supervisors Required	No. of Counties	Names of Counties
Less than 80	1	8	Calvert, Charles, Howard, Kent, Queen Anne's, St. Mary's, Talbot, Caroline.
80 to 119	2	5	Cecil (1), Dorchester, Somerset (1), Wicomico, Worcester (1),
120 to 185	3	5	Anne Arundel (2), Carroll, Montgomery (2), Prince George's (2), Harford (2)
186 to 235	4	2	Garrett (3), Frederick (3).
236 to 285	5	1	Washington (3).
286 to 335	6	2	Allegany (4), Baltimore.

(^a)The number of supervising or helping teachers actually employed for the year 1924-25, is shown in parentheses for counties which had fewer than the minimum number required by law.

STANDARDS FOR SCHOOL BUILDINGS

The Law of the State of Maryland requires that new sites for school buildings, and the drawings for new school buildings or additions to old ones must be submitted to the State Superintendent of Schools for his approval.

Procedure in Submitting Drawings:

1. The County Superintendent shall himself send for preliminary approval, the preliminary drawings including: plot plan, a scale section giving story and window heights, plan of all floors, including basement, and the program of the building operation. These will be approved or not as the case may be, by letter. (When plans for additions are submitted they shall be accompanied by plan of all floors of the old building and at least one elevation of same.)

2. Final working drawings showing all details shall be submitted for approval.

Upon approval of these final working drawings a CERTIFICATE OF APPROVAL will be issued by the State Superintendent of Schools.

This final certificate does not allow any changes and is only an approval of the drawings on file in the office of the State Superintendent of Schools. *Should it become necessary for any reason whatsoever to make any changes in the drawings and specifications for which a final certificate has been issued, new drawings and specifications, showing the changes desired, shall be submitted for approval.*

No school shall be built or altered without this CERTIFICATE OF APPROVAL.

Approval of Drawings:

The approval of the State Board of Education, or its Agent or Agents, is only to be construed as an approval of the sizes and arrangement of the different parts of the building. In no case shall this approval apply in any way to the approval of the materials, strength or safety of construction, which enter into the construction of the building and equipment, or the safety of the occupants of the building



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after its construction. This responsibility must be assumed by the local Board of Education and its architect. No check whatsoever will be made by the State Board of Education of this phase of the drawings submitted. All questions in connection with sewage and plumbing must be submitted for approval to the State Board of Health.

Program:

It is most strongly urged that the County Superintendent draw up a program of the present needs and the ultimate capacity of the school. If the size of the school warrants it, this program should be made in consultation with an expert on school administration and planning. Although it may be necessary to build only a part at the beginning, the building should be planned for the finished product and what is built first should be as near a unit as possible.

This program shall be given to the local architect before he begins his work and shall be submitted with the preliminary drawings.

Standards:

As a guide and a help to the County Superintendent in the preparation of drawings "Standards for School Buildings in the State of Maryland" has been written and can be had upon application to the State Board of Education.